



# Bureau of TennCare IS Policy Manual

**Updated: 9/5/2008**

Subject: Encounter File Naming Standard	
Effective Date: March 1, 2008	
Approval: Encounter Data Policy Workgroup	Date: 1/18/2008

**PURPOSE OF POLICY STATEMENT:** To clarify the Bureau of TennCare's compliance expectations regarding the file naming standard for encounter claims.

**POLICY:** The Bureau of TennCare shall require the MCCs exclusively send TennCare Encounter files that follow the naming standards detailed below. Files that do not follow this standard will be rejected by the SFTP server.

**CTYP | MCC | YYMMDD | YYMMDD | A | T | SS**

**CTYP** = Claim Type: i837, p837, d837, CLME

**MCC** = Managed Care Contractor assigned three digit number; ex. 002, 031

**YYMMDD** = 2 digit year, 2 digit month, and 2 digit day of the beginning payment cycle date

**YYMMDD** = 2 digit year, 2 digit month, and 2 digit day of the ending payment cycle date

**A** = Letter of file sent; ex. a = 1<sup>st</sup> file; b = 2<sup>nd</sup> file of same type on the same day, etc.

**T** = File type; ex. n = New (aka Original); r = Replacement; f = Data Fix; v = Void; e = Edifecs; s = Supplemental Information

**SS** = Sequence number of file submission which represents the number of times the given file was submitted until it was accepted; ex. 01, 02, 03, etc.

Examples of the file structure are detailed below.

File Details	File Name
Base File	p837070071019071026an01
Base File	p837070071019071026bn01

Resubmission of Non-Compliant bn01 file	p837070071019071026bn02
Resubmission of Non-Compliant an01 file	p837070071019071026an02
Resubmission of Non-Compliant an02 file	p837070071019071026an03
Replacement of interChange rejected an03 file	p837070071019071026ar04
Resubmission of Edifecs bad file ae05	p837070071019071026ae05

### **Justification for naming standard**

By listing the date of begin and end payment cycle dates, users can quickly see from the file name what dates the Encounters were paid by the MCC. Additionally, by the use of alpha characters to represent the existence of multiple files of the same claim type sent for the same payment cycle date, it is easy to see when there is more than one file for the same payment cycle. By the use of the file type, there is no guessing about whether the file is an original or replacement. Lastly, the sequence number clearly indicates how many times the file was submitted before it was accepted/finalized. Each time a file is resubmitted, the sequence number will increment regardless of whether it was rejected from Edifecs or interChange.

### **Usage Clarification**

1. All characters in filenames are lowercase except for "CLME".
2. The beginning payment date is the oldest payment date for any claim within the file.
3. The ending payment date is the newest payment date for any claim within the file.
4. The date ranges on a file are not intended to have intelligence beyond the first and last payment dates of a claim within a file and should be the same for a file that contains only 1 payment date. The beginning and ending payment cycle within the file name should remain intact for each file submission.
5. File type "n" is for new transaction base files that have not been processed past TennCare's translation step. A transaction file that fails compliancy maintains an "n". Submissions start with a sequence number of 01 and roll upward for each subsequent submission of the same transaction file.
6. File type "r" is for replacement (old) transaction base files that were previously an "n" that have been rejected by TennCare. Submissions start with a sequence number 1 higher than the last submission under file type "n" for the given transaction set and roll upward by 1 for each subsequent submission.
7. File type "v" is for files that contain only void records. A rejected or non-compliant void file maintains the "v" file type and its sequence number is rolled upward by 1 for each subsequent submission.
8. File type "f" is for files that contain data fixes requested by TennCare or identified by the MCC and agreed upon by TennCare. A rejected or non-compliant fix file maintains the "f" file type and its sequence number is rolled upward by 1 for each subsequent submission.

BTC-Pol-Enc-200711-001

9. File type “e” is for files that contain data fixes as a result of Edifecs processing. A rejected or non-compliant Edifecs fix file maintains the “e” file type and its sequence number is rolled upward by 1 for each subsequent submission. Base Edifecs rejected transaction sets that require more than one Edifecs transaction set to resolve should utilize multiple send letters starting with “a”.
10. File type “s” is for supplemental information files that supplement an established base file(s). These files may include groups of special claims or adjustments to a base file that do not fit into one of the above categories. A rejected or non-compliant supplemental file maintains the “s” file type and its sequence number is rolled upward by 1 for each subsequent submission.

**POLICY EXCEPTIONS:**

N/A

**REFERENCE DOCUMENTS:**

N/A

**OFFICES OF PRIMARY RESPONSIBILITY:**

Information Systems

Contract Compliance Unit